

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	<b>Chapter:</b> 400 - Uniforms and Equipment	
	<b>Directive:</b> 410.02 - Inspections	
<b>Authorized by:</b> Chief Joe Binns		<b>Effective Date:</b> June 15, 2021
<b>CALEA Standards:</b> 53.1.1		

### 410.2.1 - Purpose

The purpose of this directive is to establish policy and procedures for Departmental inspections.

### 410.2.2 - Policy

It is the policy of the Garner Police Department to conduct regular inspections of equipment, facilities, and personnel. This will be done to regularly assess the efficiency and effectiveness of the Department's overall performance.

### 410.2.3 - Definitions

- A. Line Inspection - The process of observation and review conducted by personnel who have direct responsibility for the function or activity being inspected and with the authority to require immediate corrective action.
- B. Roll-Call Inspection - A line inspection of personnel and equipment at scheduled briefings. These inspections should be conducted by a supervisor with immediate action taken, if possible, to correct any deficiencies noted prior to the beginning of that shift.
- C. Staff Inspection – The observation and review conducted by a member of the Department's command staff (or other personnel designated by the Chief of Police) of the function or activity being inspected as a follow-up to a line inspection.

### 410.2.4 – Equipment and Personnel Inspections (53.1.1)

- A. The Administration Lieutenant will have responsibility for coordinating Department equipment and personnel inspections.
- B. The Administration Lieutenant's primary responsibilities are to:
  - 1. Verify supervisors' completion of Department line inspections in accordance with policy;
  - 2. Collect and record receipt of all [Inspection Report forms \(GPD form 410.2-A\)](#) into PowerDMS; and,
  - 3. Ensure that materials and equipment remain serviceable and in a state of operational readiness.
- C. Informal and formal line and roll call inspections of personnel appearance, equipment, and vehicles will be conducted by supervisory staff to ensure that employees are conforming to Department requirements in areas of:

- a. Personal Appearance
  - 1) All supervisors are responsible for the ongoing informal inspection of the personal appearance of Department personnel and for the immediate correction of identified discrepancies.
  - 2) The inspection of personal appearance includes a review of the employee's clothing, equipment, and service weapon.
- b. Use and Maintenance of Equipment
  - 1) All supervisors are responsible for the ongoing informal inspection of the equipment and vehicles assigned to Department personnel.
  - 2) The inspection of equipment includes a review of the employee's assigned equipment carried on their person or in their vehicle.
- D. Informal line and roll call inspections will be conducted on an on-going basis by all supervisory staff during interaction and observation of employees to verify compliance.
- E. Formal line inspections will be the primary responsibility of first line supervisors. They will be conducted on at least a quarterly basis and will be documented by use of an *Inspection Report* form. This does not prohibit other supervisors in an employee's chain-of-command from conducting formal inspections
  - 1. The supervisor conducting the quarterly inspection will personally observe the employee's equipment and complete the [\*Inspection Report form \(GPD form 410.2-A\)\*](#), noting any discrepancies and actions taken to correct the discrepancies. The supervisor will assist the subordinate in requesting any needed replacement equipment and will initiate necessary repairs.
    - a. All non-supervisory personnel, first line supervisors, and the Administration Lieutenant will have their formal inspections conducted by their direct supervisors.
    - b. Command staff (excluding the Administration Lieutenant) will have their quarterly inspections conducted by the Administration Lieutenant.
  - 2. Supervisors will take corrective action regarding deficiencies at the time of discovery. They are responsible for addressing any recurring deficiencies or issues and forwarding the completed report, to the Division Commander. Deficiencies that cannot be corrected immediately are to be so noted, and a plan of action and time frame for correction is to accompany the report.
  - 3. The Division Commander will be responsible for reviewing the report and making sure that all deficiencies have been addressed appropriately. They will then forward the completed *Inspection Report* form to the Administration Lieutenant.
  - 4. The Administration Lieutenant will:
    - a. Maintain a record of the corrective action taken and plans for further correction;
    - b. Remain available to otherwise provide assistance with inspections.
- F. Staff inspections will be conducted on at least an annual basis and will be documented by use of an *Inspection Report* form.
  - 1. Division Commanders are responsible for staff inspections for all personnel under their command.

2. The Operations Captain is responsible for staff inspections for his/her direct reports.
3. The Administration Captain is responsible for staff inspections for his/her direct reports.
4. The Chief of Police is responsible for staff inspections for his/her direct reports.
5. Each staff inspection will follow the guidelines set out for a quarterly line inspection above.
6. Staff inspections will be forwarded up the chain-of-command to the Chief of Police prior to being forwarded to the Administration Lieutenant for filing.

**410.2.4 – Facility Inspections (53.1.1)**

- A. The Operations Captain will have primary responsibility for Department facilities inspections.
- B. The Operations Captain's primary responsibilities are to:
  1. Ensure that Departmental facilities are adequate and maintained in a good state of repair.
    - a. The Operations Captain may assign responsibility for specific areas of the building to appropriate staff members.
    - b. All supervisors are responsible for the ongoing inspection of the general condition and cleanliness of the Department's facilities and furnishings.
    - c. When repairs are required supervisors should make the Operations Captain aware so he/she can complete a Town of Garner Work Request form.
  2. Ensure that all emergency alarms are functional by conducting testing on at least a monthly basis.
  3. Prepare budget requests to seek any necessary repairs or updates to maintain operational efficiency.